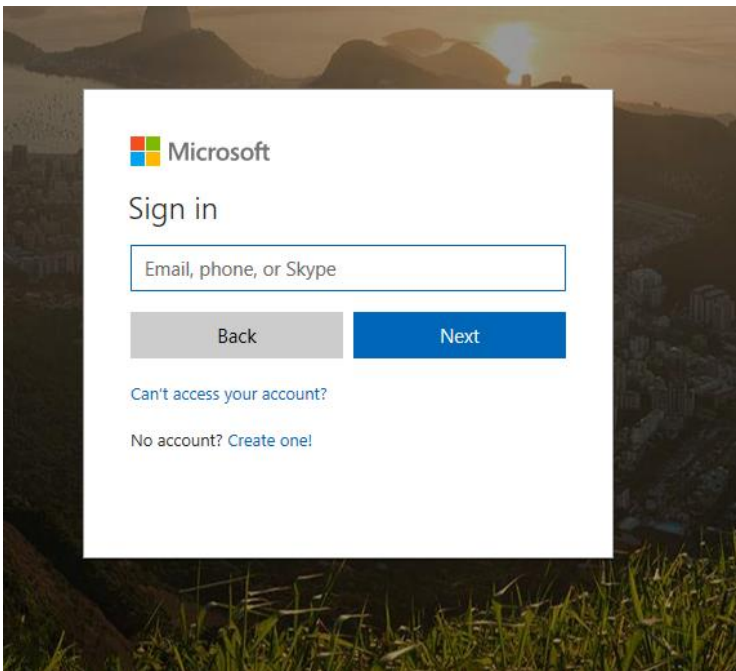

REGISTER FOR SELF SERVICE PASSWORD RESET

1. Go to <https://aka.ms/ssprsetup>
2. Enter your email address



3. Enter your email address and password on following page

4. Select at least 1 option for resetting your password and click “Set it up now”

Microsoft

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- Office phone is not configured. This information is managed by your administrator.
- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is not configured. [Set it up now](#)
- Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

©2018 Microsoft Legal | Privacy Your session will expire in 14:58

- a. For cell phone – You will have to verify your number by text or call.
 - a. Enter in your country or region and your phone number
 - b. Click “Text me” to verify by a text message or “Call me” to verify by a phone call
 - c. (Only for Text)Click Verify when you have entered the code from the text you received

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

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- b. Email – you will have to verify your email account with the verification code emailed to you
 - a. Enter in your email address and click “Email me”
 - b. Click Verify when you’ve entered the code from the email you received

Microsoft

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

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c. Security Questions – Once done click “Save Answers”

The screenshot shows the Microsoft account security questions setup page. At the top left is the Microsoft logo. The main heading is "don't lose access to your account!". Below this is a red instruction: "Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long." There are five sections, each labeled "Security question 1" through "Security question 5". Each section contains a dropdown menu for selecting a question and a text input field for the answer. A red exclamation mark icon is present to the right of each answer field. At the bottom left, there is a grey "save answers" button and a blue "back" button.

5. Click Finish
6. You have registered for Self-Service Password Reset